europass Curriculum vitae

PERSONAL INFORMATION

Saleh Gamal

20 Manaa St. - Three Blocks - Faysel, 002 Cairo (Egypt)

01285241881 01005656462 0233874840

salehcris@gmail.com

Sex Male | Date of birth 1 Apr 1990 | Nationality Egyptian

WORK EXPERIENCE

19 Jun 2015–Present

Business Development Executive

Emerging Media UK, Cairo (Egypt)

- *** Responsible for getting new clients to the company.**
- *** Arranging a meeting on skype to tell them about our company and giving some examples about our current clients convincing them that our company is capable of marketing their products.**

1 May 2015–Present

Payroll Accountant

Impartial For Importing, Cairo (Egypt)

-Responsible of making monthly payroll salary for employees.

12 Nov 2011–1 Jun 2015

Team Leader at Emerging Media U.K

Emerging Media U.k
20 Number 5 ST. - Merghany, Cairo (Egypt)
http://emerging-media.co.uk/index.html

*** Maintenance Of Computer**

*** Leading A Tele Sales Team**

*** Teaching Sales Skills To Agents**

Business or sector Tele Sales

3 May 2010–17 Sep 2010

Data entry operator

Teleperformance

Preparing surveys in the fields of : Internet – Mobile Phones – Cars – Health – Sports.

Collect surveys in all the above fields and gather information about the customer interests in each field.

Submitting these surveys to the company which try to reach customer satisfaction as per the prepared surveys.

EDUCATION AND TRAINING

20 Jun 2007–5 Jun 2014

Graduate Certificate in Commerce

Faculty Of Commerce - Cairo Unvirsity, Cairo (Egypt)

B.A In Accounting

15 Jun 2012–14 May 2013

General English Programme Course

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Brirtish Council
El Nil Street Agouza Cairo, 192 Cairo (Egypt)
http://www.britishcouncil.org.eg/

General

* English for learners and teachers.

* Arts activity, including any major events.

8 Mar 2013–8 Apr 2013

CELTA (Certificate Of Teaching English Language To Adults)

Self Study
El Nil Street Agouza Cairo, 192 Cairo (Egypt)
http://www.britishcouncil.org.eg

General

* Teaching English Language To Young Learners

* Gaining Experience In Presentation Skills

1 Aug 2010–1 Sep 2010

Professional Experience In Banking Certificate (Trainee)

Bank Audi, Cairo (Egypt)

General

* Physical Education In Banking

4 Jul 2011–4 Aug 2011

Certificate In International Computer Driving License (ICDL)

Cairo Unviersity, Cairo (Egypt)

4 Sep 2014–4 Oct 2014

Basic Banking Operations Knowledge

Egyptian Banking Institute

1.Bank Accounts and Deposits.

2.Retail Banking Operations.

3.Trade Finance Operations.

4.Credit Concepts and Methods of Financial Analysis.

5.Bank Treasury and Investment Operations.

6.Islamic Finance.

7.Financial Statement and Accounting Concepts.

8.Legal Aspects.

16 Jul 2012–11 Aug 2012

Computerized Accounting

Research & commercial studies center - Cairo University

The program covered the following topics:

- Advanced Excel 2007 for Accounting.
- American journal.
- Peach tree.
- Quick Books.

PERSONAL SKILLS

Mother tongue(s) Arabic

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Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English C2	C1	C1	C1	B2
Certificate Of Learning General English Programme Teaching English Language To Adults Course				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Good knowledge of banking through my experience in Audi bank.

Good communication skills through my experience as a sales team leader.

Good command in dealing with British people through my experience.

Good teaching English language skills to young learners through my experience in "TSHANJ" community.

Targeting objectives.

Following the best method to reach the win-win discussion.

Working / studying in any circumstances.

Using knowledge to improve experience.

Ability to work in group or individually "according to the job requirements"

Keeping up-to-date with latest news.

Ability to meet deadlines successfully maintaining the quality of work

Self motivated.

Team player who possesses a challenging & high sense of responsibility.

Highly effective communications skills.

Organisational / managerial skills

Leadership (Currently Responsible For A Team Of 10 People)

Good Organisational Skills Being Responsible For Achieving My Target Every Month

Digital competence

Good Command Of Using Computer (Word, Office, Excell)

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